

**“Two-Day International Business Fundamentals Workshop”:  
Wednesdays, June 4 and 11, 2008; 8:30 a.m. – 4:30 p.m.**

This intensive two-day seminar is for novice as well as the experienced exporter wanting to learn more about what is involved with international shipment. Day 1: (June 4) – the workshop will cover: challenges in export trade, contract negotiations, packaging and labeling, quotations (pro forma invoices), factors to consider when locating and choosing trade partners, U.S. export controls and regulations, export documentation and shipping, loaners/demos, repairs and returns, Incoterms and developing your Export Management System. Day 2: (June 11) – the workshop will cover credit considerations, methods of payment, country risk, documentary collections as a payment term, initiating a letter of credit, the L/C applications form, UCP600 guidelines, the specific roles of different banks involved in the L/C process, the review process, documentary implications and discrepancies. The day will conclude with case studies involving real life applications of the topics covered in the workshop. Instructor: Laura Pedersen from First National Bank. Cost: \$150 for WTC members and \$175 for non-members. Only Day 1 or Day 2 cost: \$100 for WTC members and \$125 for non-members.

For more information please contact Call 303-592-5760; E-mail: [wtcdenver@att.net](mailto:wtcdenver@att.net).